

Space @ Field Lane

Minutes of Trustees Meeting Tuesday 4 September 2018

| | Item | Discussion | Action |
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| 1. | Present | Derek, Mary, Christine, Catherine, Rebecca, Steve, Anne, Steve Hoyle, Sian Rodgers CMBC, Mags | |
| 2. | Apologies | Alison | |
| 3. | Welcome | Derek welcomed all and introductions were made. | |
| 4. | Previous minutes | Anne outlined action points from previous minutes 31 July - Anne I don't have copy of these notes to add points could you email me them please | |
| 5. | CAFM Update | <p>Mary updated Steve and Sian on current funding position with the Lottery and awaiting RBL decision this week, also Garfield Weston Foundation 30k and that dependent on amount from RBL the current capital fund is £336k. If RBL grant £150k then we we will be just £30k short of total requirement of £516k but Big Lottery have indicated they will fund this as the increase is for the Changing Place facility.</p> <p>Business plan etc-</p> <p>Business plan, JWA and deed of variation/dedication needs to be completed. Business plan is currently with lottery and we are waiting to hear from then.</p> <p>Sian requested any information from the lottery on what they expect from a business plan to show other groups what is expected/best practice</p> <p>Ceiling-</p> <p>has been won from Armstrong's (approx. value £16,000)- time constrain of Xmas for fitting, they are visiting the centre on Tuesday – our aim is to delay as the roof needs to be fixed first</p> <p>Changing places toilet –</p> <p>total cost £20,000 now part of plan as allows for more accessibility to disabled children/adults.</p> | <p>Mary to be in contact with Steve H to complete JWA and deeds.</p> <p>Steve will speak to legal team and pass on advice to Mary.</p> <p>Mary will forward on any information to Sian on business plan feedback</p> |

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| | | <p>Tenders- Tender package ready so could go out next week (see timings sheet) Mary asked for advice on how to manage tenders if local companies wish to sell items direct to us not via a contractor</p> <p>Funding- Young people's grant-They have been awarded a second grant -aim is to run a cross generational event near Christmas plus more engagement outside shops and help with organising launch party 6C environmental fund- awarded us £4000 for lighting Youth Provision- we had been promised rental for the youth Club (Brian Brooks visit previously) Can CAFM confirm this is still the case? Megan Smith visited 2 weeks ago and was very positive but said hire fees for sessional work was difficult to achieve . Sia/Steve suggested inviting Jeff Rafters (Youth Services lead) and John Greenwood to a meeting Next meeting with CAFM Tuesday 12th March. 6;45pm Steve H and Sian left meeting</p> | <p>Anne overseeing co-ordination with Young people's group Mary to seek advice from Lottery on tenders and splitting tenders to allow for direct purchase to the group from local businesses.</p> <p>Steve H will speak to Jeff on 24th Sept to pave the way, Christine will arrange a meeting with both Jeff and John for after this date</p> |
| 6. | Policies | <p>Mags asked to clarify which policies had been approved at last meeting and outlined that sub group had met once and exchanged emails re revising policies agreed. Alison drafted a Whistleblowing policy and Steve and Mags reviewed, to come to future meeting. Safeguarding Adults approved 31 July. Anne to continue work on Health and safety policy</p> <p>Due to Alison not being available Steve and Mags will continue to draft and present at least 2 policies at each meeting, they will also consider priorities.</p> <p>Data Protection – draft policy, privacy notices and data mapping questionnaires to be sent via email to all members.</p> <p>Draft Job description, recruitment policy to be sent to Mary and presented at future meeting. The Community Link worker will be put together if funding bid successful.</p> | <p>Anne</p> <p>Mags/ Steve</p> <p>Mags</p> |

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| 7. | Finance | <p>Rebecca suggested the subscription to a system to record money payments in and out of account to give us a more robust audit trail. Cost £7.80 per month (xero)</p> <p>Proposed by Mary</p> <p>Seconded by Anne</p> <p>Motion passed and agreed</p> <p>Once project is under way to release the monies there will be a 4-weekly assessment by the project manager and if all satisfactory documents will need to be signed to release money. This will be done by Mary and Steve T</p> <p>On line banking- Rebecca has a log-on and Mary is to have log-on also – finance policy will reflect this</p> <p>Policy should be done by end of the week</p> <p>Authorization policy will be needed for larger amounts</p> | <p>Rebecca</p> <p>Rebecca</p> |
| 8. | Imagineer | <p>A local Halifax based charity run by disabled volunteers who visit facilities and give feedback on accessibility of business to other disabled users. Anne explained they are developing an app to show this to the public then, can we ask them for pre-opening advice</p> | Anne |
| 9. | Friends of Space | <p>The Friends of Space forms were given out and Steve had 100 badges produced, there was discussion about charging for badges if Friends and or others would want one as part of fund raising.</p> <p>It was agreed to charge £1 if Friends wanted more than one badge and £2 if others wanted one.</p> | All |
| | Community Spirit Award | <p>The group has been shortlisted and there is an event on Thursday 27 September at Barkisland, none of the members are available to attend, Steve to let CFFC know.</p> | Steve |
| 10. | Business Plan | Discussed under CAFM update | |
| 11. | RBL Update | Discussed under CAFM update | |

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| 12. | Architect Update | Discussed under CAFM update | |
| 13. | Packing up the Centre | <p>Mary mentioned that if plans progress within the existing timescale all the items in the centre need sorting, packed ready to move to storage. A team of volunteers will be needed to move all the tables, chairs etc.</p> <p>Tuesday 18th September 2018 at 5pm agreed for all to attend and go through inventory list and decide items to go or stay.</p> <p>Rebecca will follow up with contact re boxes and get a quote re potential moving items and storage.</p> | <p>All</p> <p>Rebecca</p> |
| 14. | AOB | <p>Rotary – Mary attended their meeting on Monday 3 September to update them on project and she also gave out Friends of Space information and application forms.</p> <p>Mary is sending 'a proposal for the Masons to pay for the hoist for the Changing Place facility.</p> <p>Celebration to be organised when funding is in place and Promotion to let the community know and timescale for work beginning.</p> <p>Insurance -Steve T met Tony Dickinson (Town and Country) to agree what is needed now and in the future – we now await the quote, if this is lower than current policy then to look at cancelling current policy and getting money back</p> <p>Car insurance – trustees can contact their insurance to check if they can be covered for free- this is down to Trustee’s personal choice</p> <p>Tony also recommended the use of an HR consultant once we have employees -to be discussed in future when employment of staff is more imminent</p> | <p>Mary</p> <p>Steve T</p> |
| 15. | Date of Next meeting | Tuesday 9 October 2018 at Arncliffe Centre 5.30pm | |